

Leave

Except during scheduled inter-sessional breaks, holidays, and over the summer, leave is not normally granted during the academic year unless for the most compelling of reasons.

Regular annual leave during the academic year is limited to periods of recess such as Thanksgiving, New Years/Holiday, federal holidays and the summer. The short inter-sessional breaks between the Fall/Winter and the Winter/Spring trimesters contain scheduled conferences which students are required to attend.

Leave authorization papers are required for periods of absence in excess of four days. Navy students request leave from the Dean of Students. Routine leave chits must be submitted five days prior to the start of the requested leave. Army, Air Force, Marine Corps, and Coast Guard are granted leave by their respective senior service advisor, but must also keep the Dean of Students Office advised when leave has been granted and where they can be reached in the event of an emergency.

Approved Navy leave requests will be picked up from the Conolly Hall Quarterdeck, Room C-130. All officers must pick up their leave papers prior to departing on leave. Failure to do so constitutes an unauthorized absence.

Checkout and check-in from leave may be accomplished in person at the Conolly Quarterdeck or may be done by telephone (841-3089) if within the vicinity of your local residence from which you commute to NWC each day. For security reasons the Quarterdeck phone is equipped with Caller ID. The Quarterdeck watch will provide the time/date and name of the watch stander to be entered on your leave papers for both checkout and check-in by phone or in person.

Be sure to carry a copy of your leave papers while on leave. You are also required to return the original to the Administrative Services Office within five days of returning from leave. Members will be charged for the period requested if leave papers are not returned. Cancellation of approved leave requests must be made by informing the Dean of Students prior to the start date.

Emergency Leave

Emergency leave will be granted in accordance with individual service directives. During normal working hours, emergency leave requests will be approved by the Dean of Students. After hours and on weekends, emergency leave will be granted by the NWC Command Duty Officer (CDO). Those requesting leave may pick up the original leave request from the CDO who will assign a leave control number and ensure that the appropriate NWC chain of command personnel are informed.